

► Logging In to Element K

- 1) **Open your browser and**, in the Address bar at the top of the window, **type** www.elementk.com. **Click Go or press Enter.** The Element K home page will appear.



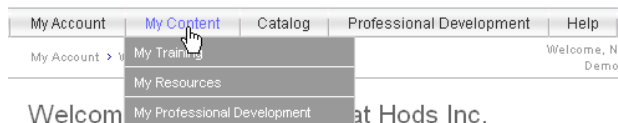
- 2) In the upper-right corner, **click on Login** and from the dropdown choose Student Site Login
- 3) Under registered student login **type your username and password.** (They're case sensitive.) **Click Login.**

A screenshot of the 'Registered Student Login' form. It contains a text box for 'Username:', a text box for 'Password:', and a 'Login' button. There is also a link that says 'Forgot your username or password?'.

► Locating Courses on Element K

Find courses via My Training

At the top of the page, **point to the My Content tab** and **select My Training** from the drop-down lists.



Assigned courses will be displayed.

Find courses via Search

Search is found in the upper-right corner, above the navigation menu headings. From the drop-down list, **select a content type.** **Type a keyword** (for example, Word) **and click Search.**

A screenshot of the search bar. It includes a dropdown menu currently set to 'All Content', a text input field, and a 'SEARCH' button.

Search will display a list of self-paced and instructor-led online courses and online technical references (if your contract includes these) containing the term keyword in the title or contents.

► Accessing Courses and Resources

To access self-paced courses

You may need a one-time download of Macromedia Shockwave (and Flash Player) to run the self-paced courses. If you do not have Shockwave, instructions will pop up to guide you through the installation.

***Note:** If your network environment prevents you from downloading Shockwave and/or the Flash Player, contact your network administrator.

► Starting a Self-Paced Course

Select the **Course Content** tab.



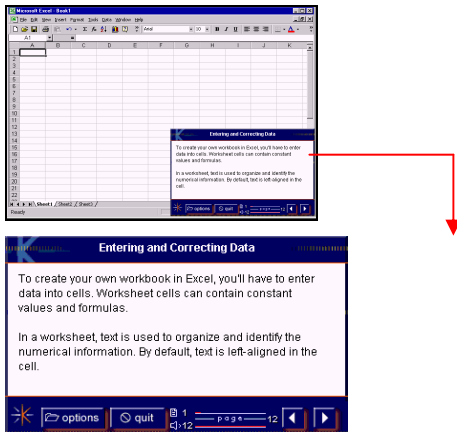
Click Begin to start the corresponding topic.



To begin an assessment to identify skill gaps, **select Course Assessment.** **Click Launch Assessment.**


Assessment Acrobat® 6.0: Standard			
Passing Score	# of Questions	Time Allowed	Attempts Remaining
90%	22	Unlimited	Unlimited
Most Recent Score: Not Assessed			
LAUNCH ASSESSMENT			


► Self-Paced Course Navigation




Four basic controls run these courses:

The Options button  displays a dialog box with additional user options, such as audio on/off, help, and restart.

The Quit button  quits the course prior to completion.

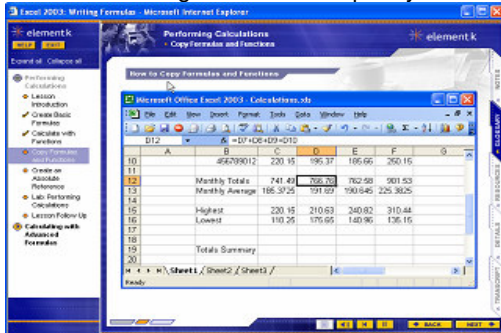
The Rewind button  goes to the previous page of the topic.

The Advance button  goes to the next page of the topic.

When you complete a topic, you are returned to the Course Content page. A link for the course is automatically added to your My Training page. You can also **click the Add Bookmark button** To add a link.

► SPARK Self-Paced Course Navigation

Use the left navigation frame to quickly access other lessons and topics within these courses.



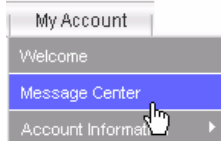
Basic controls are on the lower navigation bar. "Nice-to-know" information is available via tabs on the right.

***Note:** Tab not available when gray.

NOTES	Additional page-specific notes
GLOSSARY	Glossary of page-specific terms
RESOURCES	Page-specific resources
DETAILS	Page-specific details
TRANSCRIPT	Transcript of audio track

► Viewing the Message Center

From the My Account drop-down list, **select Message Center**.



Click **View All** to see all the messages under each heading.

KnowledgeShare

KnowledgeShare is a message board mentoring option. Click **View All** and select from four topics. Click **Enter Message Board**. Click the **plus sign (+)** to expand any category.

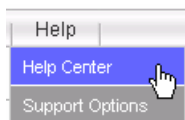
► Printing a Transcript

From the My Account drop-down list, **select Account Information**→**Transcript**. Your attendance and assessment history will display, with a Certificate link corresponding to any completed course. To print a certificate, on the browser's toolbar, **click the [Print] button**.

► Using Support Options

Contacting Element K Tech Support

In the upper-right -corner, from the Help drop-down list, **select Help Center** to view frequently asked questions.



Select **Support Options** to contact technical support directly.